

Assessment - Misc to AAT Conversion

Change Log

Date	Section Number/Name	Change Description
2/12/10	Beginning Information	Added non-supported functionality
		disclaimer

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IMPORTANT! NON-SUPPORTED FUNCTIONALITY: The MISC to AAT Conversion is no longer supported by DASL State Support and Development. The MISC to AAT Conversion is still available in DASL and can be used as is. However, no changes or corrections will be made should there be any issues.

Follow these steps to convert assessment data stored in the Miscellaneous Data Groups to the new Additional Assessment Test pages. This affects ACT, Plan, SAT Reasoning Test, and PSAT/NMSQT Test Scores that are currently stored in Miscellaneous Data. After the Misc to AAT Conversion, the scores will then be accessible through Assessment screens and reports, and available on other reports such as transcripts and report cards.

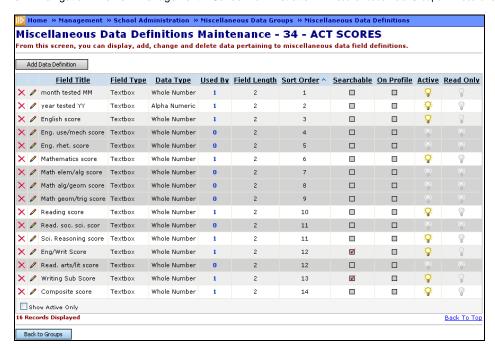
IMPORTANT: DO NOT CONVERT if you are still using non-custom transcript formats.

Non-custom transcript formats only use data from Miscellaneous Data Groups, and this conversion process removes data from the Miscellaneous Data Groups being converted. The new custom transcript formatter uses data from the individual Additional Assessment Test pages. If you are unsure which transcript formatter you use, please ask your ITC personnel.

Unless otherwise noted, see Assessment End User Documentation for details. However, since this process is only performed once, and new Additional Assessment Test information should be entered on the new screens rather than Miscellaneous Data Groups, the Misc to AAT conversion screen itself is not detailed in the End User Guide documentation.

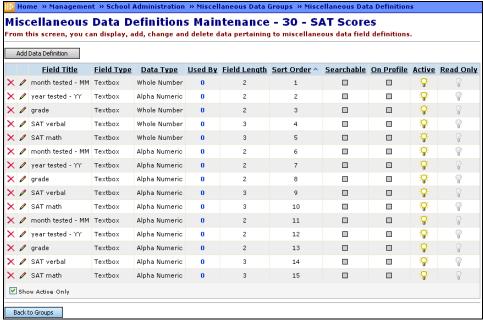
Set Up Misc Groups/Definitions – Inactivate Unused Definitions (optional) – While the Misc to AAT conversion procedure is simple when the Misc Group only includes a few Definitions, many schools' Misc Groups contain many Definitions which aren't being used. If you have Misc Definitions within a group which are not being used (no "Used By" listings), inactivate those to prevent confusion.

o Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

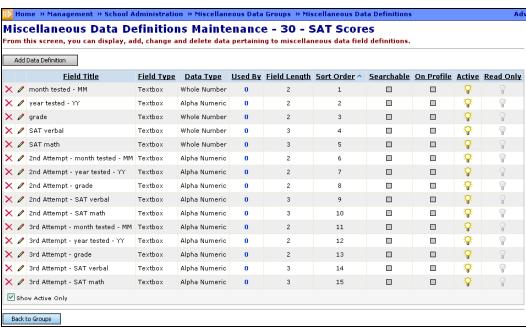


Set Up Misc Groups/Definitions – Rename Duplicate Definitions (optional) – While the Misc to AAT conversion procedure is simple when each Misc Group only includes a single testing attempt, many schools' Misc Groups contain Definitions for multiple attempts within the same Group. If you have Misc Definitions for multiple test attempts within a single group, rename each field something unique, so you can select the correct information when converting.

o Navigation: Home - Management - School Administration - Miscellaneous Data Groups - Miscellaneous Data Definitions



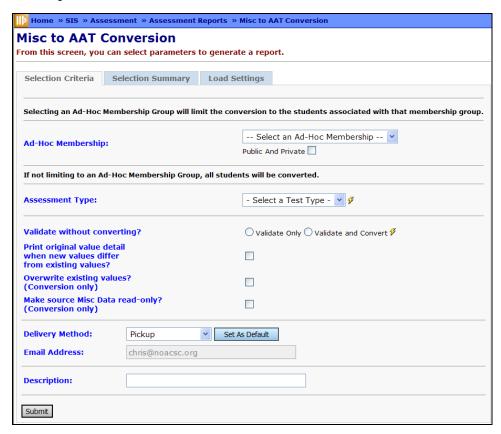
Duplicate Definition Names



Unique Definition Names

Select a Test Type – Navigate to the Misc to AAT conversion page and select the test for which you wish to convert results data. If you do not see this page in your SIS – Assessment menu or the sidebar, your ITC has not enabled this feature yet.

Navigation: Home – SIS – Assessment – Misc to AAT



Ad-Hoc Membership (optional) – Choose an ad-hoc membership if you wish to limit the Misc to AAT Conversion to specific students. You can choose from both Public and Private Ad-Hoc Memberships. If you are not choosing an Ad-Hoc Membership, all students will be converted.

Assessment Type (required) - Choose ACT, PLAN, PSAT, SAT. Once the Assessment Type is selected, the Testing Date Storage, Combined Date Format, and individual test data fields will become available.

Validate without converting? (required) – Choose to "Validate Only" or "Validate and Convert". It is highly recommended to "Validate Only" to review results before converting. Validation always occurs on every run. It is not possible to run a conversion without re-validating the data.

Note: One or more students failing validation does not automatically mean that no student data can be converted. If "Validate and Convert" has been selected, data that passes validation will be used to update the database even if some students fail validation. Passing and failing validation is done on a case by case rather than batch by batch basis.

Print original value detail when new values differ from existing values? (optional) – If checked, the Misc to AAT Report will include a Data Differences section listing the existing values for this student, this test, this date, and this field – indicating the existing value and the differing new value that would replace it. This information only appears if there is an existing value for this field: fields or dates that did not previously have values will not be listed. Existing

data that is not being overwritten will not be listed. Values that would not be altered by the update (i.e. the new and existing values are the same) will not be listed. See the Misc to AAT Report section for more details.

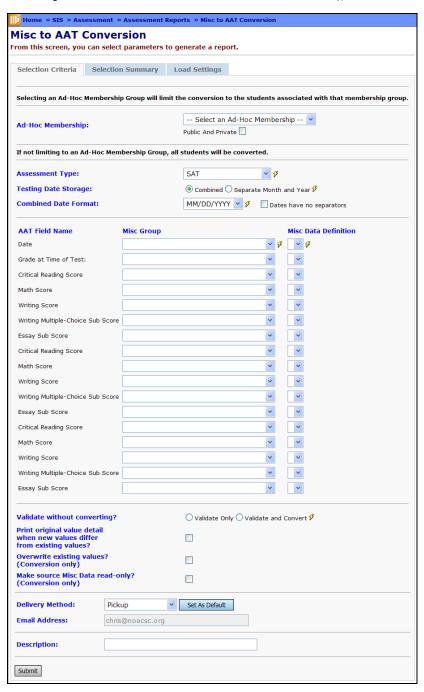
Overwrite existing values? (optional) – Works only with "Validate and Convert" option. Check to actually overwrite existing values for a given student, test, date, and field with new data when converting. If this is not checked and "Validate and Convert" has been selected, existing values will not be overwritten. The Data Differences section of the Misc to AAT Report can be used to determine what data would be potentially be overwritten.

Replacement of data is done on a field-by-field basis: If an existing SAT record has an Essay Sub Score and a Critical Reading Score, but the incoming data does not include a Critical Reading Score, the existing Critical Reading Score will not be touched. Existing data does not include a Critical Reading Score, the existing Critical Reading Score will not be touched. Existing data for students who do not have data in the Misc Data facility or who are not included in the Ad-Hoc Membership will not be touched. Remember that existing data must be for exactly the same date (in the case of month/year data, the first of the month) in order to be replaced.

Make source Misc Data read-only? (optional) – Works only with "Validate and Convert" option. Check to make Misc data read-only after conversion. Read-only status can be turned on and off in the Miscellaneous Data Definitions Maintenance page – available through the Miscellaneous Data Groups Maintenance page at Home – Management – School Administration – Miscellaneous Data Groups.

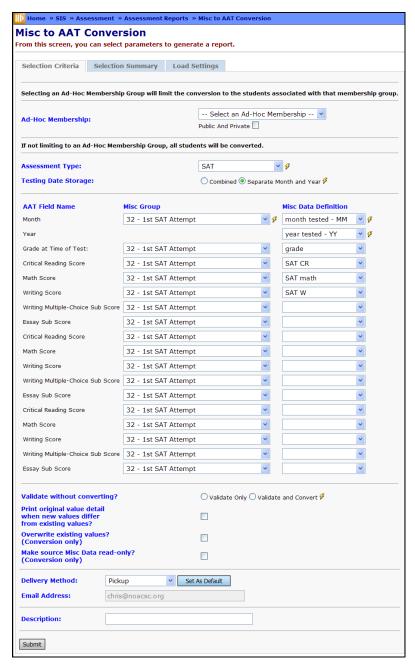
Select Misc Group(s) – Once a test is selected, you will see the conversion screen. Select the Misc Group which contains data for the selected test (this will set all data fields to the same Misc Group). Note that you can, if necessary, change individual fields to different Misc Groups, but under most circumstances, all data for one test will be in a single Misc Group. NOTE: Only select ONE test attempt at a time. If your Misc Data Group contains multiple test attempts, only select one at a time, then re-run the conversion for each additional attempt.

o Navigation: Home - SIS - Assessment - Misc to AAT - Assessment Type selected - Misc Group selected in any Misc Group field



Select Misc Data Definitions and Convert – Once a Misc Group	is selected, select a Misc Data
Definition for each data field in the list. Once all fields are set, click data into the DASL Assessment module, where it will display on the Assessment Test page. You will see a confirmation message	
The Misc data was converted to AAT data successfully	and can continue entering
additional conversions for the same Assessment (or another, select	

 Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field – Misc Data Definitions selected



	Misc	to	AAT	Re	port
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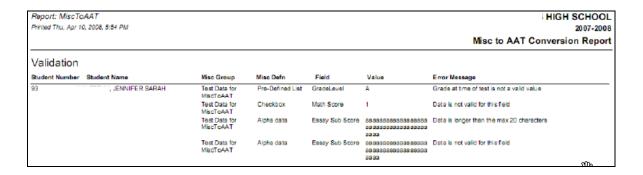
The PDF report has 3 sections – Validation, Data Differences, and Summary

Validation section of MISC to AAT Report

The Validation section of the Misc to AAT report checks for the following:

- The Misc to AAT Conversion will attempt to convert data for students that have data for any of the Misc Data fields mapped to AAT fields. If a field is not populated for that student, this is reported as an error, and this student's data will not be converted. An error message "xxxxxxx Data not found" will be printed.
- The Misc to AAT Conversion attempts to parse the date in the specified format. If it
 cannot, the student is not processed. An error message "Date cannot be parsed in the
 format xxxx" will be printed.
- If the user has mapped a field to the grade level, the Misc to AAT Conversion checks that the value provided is a valid grade level. If this check does not pass, an error message "Grade at time of test is not a valid value" will be printed.
- 20 characters is the maximum size allowed in the database for a test score value. If data is longer, an error message "Data is longer than the max 20 characters" will be printed.
- Different test fields have different data validation requirements. All values except ACT
 Essay Comments must be numeric. Different numeric ranges are defined as valid
 depending on the test and the specific field. The validations set up on the Assessment
 Maintenance pages for the various Assessments were used in the Misc to AAT
 Conversion. If the data validation does not pass, an error message "Data is not valid for
 this field" will be printed.
- If none of the fields to be used for score data have values for a student, this appears on
 the validation section of the report. This will usually only happen if Misc Data from more
 than one test attempt has been mixed together, as the only students who will be
 processed will be those who have data in at least one of the fields used for mapping. For
 those students with no score values, an error message will appear "The fields specified
 for score data are all blank for this student".

Assessment – Misc to AAT Conversion Procedural Checklist



Printed Wed, Apr 09, 2008, 9:17 PM				2007-20 Misc to AAT Conversion Repo		
Validation						<u> </u>
Student Number Stu	dent Name	Misc Group	Misc Defn	Field	Value	Error Message

Note: One or more students failing validation does not automatically mean that no student data can be converted. If "Validate and Convert" has been selected, data that passes validation will be used to update the database even if some students fail validation. Passing and failing validation is done on a case by case rather than batch by batch basis.

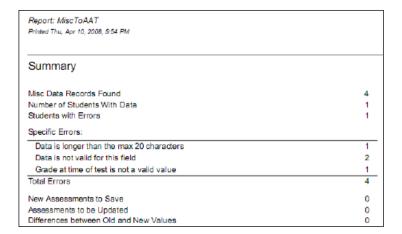
Data Differences section of MISC to AAT Report

The Data Differences section of the Misc to AAT report will be printed if the "Print Original Value Detail When New Values Differ from Existing Values" option was checked. New data (that does not replace existing data) or data that contains the same values as the existing data will not appear.

Report: MiscTo. Printed Thu, Apr 10					Misc to AAT
Data Diffe	rences				IVISC to AA
Student Number	Student Name	Test Date	Target Field	Old Value	New Value
80	, PATRICK BURNS	10/01/2006	Math Score	560	540
90	, PATRICK BURNS	10/01/2006	Critical Reading Score	460	420
80	", PATRICK BURNS	10/01/2008	Writing Score	540	560
15	, MARK D	10/01/2005	Math Score	770	800
15	, MARK D	10/01/2005	Critical Reading Score	640	740
15	, MARK D	10/01/2005	Writing Score	680	750
46	, ALENA MARIE	04/01/2006	Math Score	550	670
46	, ALENA MARIE	04/01/2008	Critical Reading Score	620	660
46	, ALENA MARIE	04/01/2006	Writing Score	620	630

Summary section of MISC to AAT Report

The Summary section of the Misc to AAT report lists the number of Misc Data records found, the number of students found, and the number of students with errors. If the user has selected "Validate and Convert", a count of the new Assessments created will be shown, as well as a count of Assessments to be updated. A total is included of differences between the old and new values. If the user has selected "Validate Only", these values will be 0.



		Assessment – Misc to AAT Conversion Procedural Checklist
Confirm Conversion – data to confirm that the	Navigate to the appropriate Additional conversion worked for the appropriate	Assessment Test page, and review the students.
o Navigation: Home	- SIS - Student - Assessment - (appropriate Ac	ditional Assessment Test page)
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